

**JOB DESCRIPTION**

<b>SCHOOLS:</b> Generic	<b>Is this description a generic JD?</b> Yes
<b>GRADE: G10</b>	<b>JEM Reference No: 01-206</b> <b>Enhanced DBS Required? Yes</b>
<b>JOB TITLE: School Business Manager (Level 3)</b>	
<b>REPORTS TO:</b> Headteacher or other designated person	
<b>1.</b>	<b>PURPOSE OF JOB:</b> As a member of the SLT: <ul style="list-style-type: none"> <li>To be responsible for all strategic planning aspects including all financial implications and ensuring that the school makes the best use of resources available.</li> <li>To be responsible for the majority of the disciplines of Finance, Personnel Management, Estate Management, Administration, all general training and development of staff and all matters within the management of the school which are supportive to but do not involve the teaching function.</li> <li>To be responsible for effective risk management for example in health and safety and in the management of any third party contracts.</li> </ul>
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>
	Finance
i.	To be responsible for the strategic planning aspects at the school, including all financial implications, prepare the school's annual budget and monitor spend against the budget taking corrective action where necessary. Preparing and presenting the management accounts for the Governing Body.
ii.	To act as the main financial consultant and adviser to the Governors and Headteacher advising on the financial policy and development of the long term financial strategy.
iii.	Manage the school accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review.
iv.	Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. Approve all purchase orders prior to expenditure being committed and ensure best value in all purchases.
v.	To arrange the purchase of all supplies and services for the School in accordance with the County Council's financial regulations under the Delegated Management Scheme, ensuring that optimum value for money is achieved. To obtain quotations, place orders and check deliveries and deal with the full tendering procedure in some cases.
vi.	Manage the school fund ensuring that a full bank reconciliation is undertaken monthly. Prepare the account for audit and liaise with the auditors.
vii.	Prepare all financial returns for the DfES, LEA and other central/local government agencies within statutory deadlines.

	viii.	To secure bid based competitive funds by the use of bidding systems and contacts.
	ix.	Maximise lettings income from out of school activities including promoting the facility and negotiating rates.
	x.	Act as central point of contact for external. bodies with regard to gifts, donations and other fund raising. Generate ideas for fund raising and carry them through to fruition.
Personnel Management		
	i.	Recruit all support staff including preparation of job descriptions, person specifications, press adverts, interviewing and contracts and assist in the recruitment process of teaching staff as required.
	ii.	To be responsible for general HR matters providing general HR support and guidance to the SLT for example advice on salaries and terms & conditions of employment, disciplinary and grievance matters.
	iii.	Update school's staff handbook and develop and implement performance management system for all support staff
	iv.	Provide general HR support and guidance to the SLT.
Whole School Administration		
	i.	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones.
	ii.	Responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate management information systems.
	iii.	Act as correspondent for the DfES and to be responsible for the records and returns.
	iv.	Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness eg entertainment license, data protection, copyright, etc.
	v.	Act as a "bridge" to facilitate closer working relationships between teaching and support staff.
	vi.	Ensure parent complaints/queries are handled effectively and appropriate records kept.
Estate Management		
	i.	Acquire and dispose of land/buildings as authorized by the Head and Governing Body including drawing up outline specifications for new buildings, obtaining tenders, obtaining planning permission, liaison with building contractors and architects.
	ii.	Project manage all refurbishments from idea generation through to completion including managing contractors, liaison with building inspectors and sign off.
	iii.	Working with the asset management plan and suitability survey, ensure that the school's maintenance expenditure including devolved capital spend is targeted to priority areas.
	iv.	Prepare and update the school's disaster recovery plan ensuring that all staff are aware of their role within it.
	v.	Responsible for the security of the school site including installation and maintenance of intruder alarm, CCTV, etc.
	vi.	Manage all contracts for supply/services including contract negotiation, drafting/agreeing of SLA's.
	vii.	Ensure the school has adequate insurance and manage the policies/claims for all areas.
Health & Safety		

	i.	Formulate, monitor and implement the school's safety policy to comply with all relevant H&S legislation and conduct risk assessments for routine and project work. Act as school's Health & Safety Coordinator and Fire Officer.
	ii.	To be responsible for the maintenance of the school site and buildings. Maintain an inventory and arrange for the maintenance, repair or replacement of the equipment including furniture and fittings.
<b>3.</b>	<p><b>MANAGEMENT OF PEOPLE</b></p> <p>Full line management for all support staff (16-49) including responsibility for recruitment, performance management, disciplinary/grievance, contracts ensuring that adequate training is provided, carry out quality of work checks. etc. This includes different groups of staff i.e. office, site, teaching assistants etc</p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>See line management</p>	
<b>4.</b>	<p><b>CREATIVITY AND INNOVATION</b></p> <p>The Business Manager is not under any direct supervision or direction other than keeping the Headteacher informed of progress they will operate as a member of the Senior Leadership Team and will be expected to make whole school decisions without reference to others as an equal member of that team.</p> <p>The postholder will be expected to prepare a Business plan which will provide the strategic lead in the effective and efficient development, provision and operation of financial, administrative and all other service support for the school, ensuring best practice and financial stability and growth.</p> <p>Innovation is required in all aspects of the role - to find more efficient/effective ways of doing things; to make cost savings; to find solutions to pupil problems; etc. These will be whole school issues and will not be brought to the post holder, the post holder is expected to continuously evaluate and improve systems which affect the whole school and which can cross teaching and non teaching areas.</p> <p>The Business Manager will be expected to find solutions which are not readily available in school and will require experience in leadership and management and the ability to research outside of the school environment.</p> <p>The majority of the working week will be spent on project based items there is little mundane, day to day activity.</p>	
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>Personal contacts and relationships are central to achieving the purpose of the post including the use of tact, persuasion and sensitivity.</p> <p>The postholder will have regular contact with Headteachers, staff, students, parents, Social Services, Child Protection, Connexions, Education Welfare Officer, Mouchel, Education Department, Emotional Behaviour Support, Supply Agencies, Governors, Media, Job Centre, Guest Speakers and job applicants.</p>	

	<p>The level of these contacts will vary depending upon the reason for the contact and can involve discussion, challenge, mediation, conciliation and persuasion when dealing with sensitive and complex issues, e.g. allegations of rape, bullying, sexual abuse from a child or member of staff, providing advise on financial matters regarding the budget to the Headteachers and Governors and</p> <p>The postholder will have the authority to make a decision without referral to the Headteacher as dealing with situations where the content and outcome may not be straightforward.</p> <p>The postholder is expected to act on behalf of the school when dealing with these matters and the press.</p>
<b>6.</b>	<b>DECISIONS</b>
	<p>a) <b>Discretion</b></p> <p>To be responsible for all strategic planning aspects including all financial implications and ensuring that the school makes the best use of resources available including:</p> <p>Management of budgets.  Interpret policies and procedures as necessary  Have main input and make recommendations into the revision of working practices, policies and procedures  Work will be carried out within a range of broad objectives (many self generated) and without referring the matter to others.</p>
	<p>b) <b>Consequences</b></p> <p>Decisions made will have an impact on the reputation of the school, staff and pupils as will have decision making in the majority of the disciplines of Finance, Personnel Management, Estate Management and Administration.  Decisions will also have a significant material impact on the school and its public image due to the responsibility of financial resources</p>
<b>7.</b>	<b>RESOURCES</b>
	<p>The Business Manager is responsible for the building/grounds (when the site management staff are absent) and is one of the named key holders (but not primary postholder for security and call-out).</p>
<b>8.</b>	<b>WORK ENVIRONMENT</b>
	<p>a) <b>Work Demands</b></p> <p>Constant deadlines: returns to County Council, DfES, interview procedures, parent and pupil complaints etc.  Constant interruptions by telephone calls, visitors, pupils and staff of problems that need resolving and issues needing a decision.  Degree of unpredictability due to frequent parents, representatives from outside agencies, staff or pupils with issues expecting to be seen immediately without appointment having been made.</p>

	<b>b) Physical Demands</b> Office based work		
	<b>c) Working Conditions</b> General office environment. Well lit and well ventilated conditions		
	<b>d) Work Context</b> Regular contact with Headteacher, employees of the school and other outside bodies, including parents and carers on matters which are generally non contentious. Occasional contact with parents/carers on contentious matters and some risk of abuse and aggression from visitors or telephone callers		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b> Essential – minimum 5 years in similar position in school or commercial environment Degree/MA in management and financial discipline Experience and detailed knowledge of budget management, HR and premises management Previous experience of staff management		
<b>10.</b>	<b>GENERAL</b>		
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.			
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.			
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.			
<b>Safeguarding</b> -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.			
	Name:	Signature:	Date:
Job Description written by: [Manager]	.....	.....	.....
Job Description agreed by: [Postholder]	.....	.....	.....

Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.

Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.

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